

CONFIDENTIAL

OPERATIONS DIRECTORATE SUPPORT OFFICERS' MEETING

3 October 1973

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1.



2. Items of interest

a. Mr. Nelson will be taking a trip to Europe; he leaves on the 13th and will be back to work on the 29th of October.

b. Monday, 8 October, is a holiday and should be treated as Sunday. DDO offices should have someone review cable traffic received after Saturday noon and on Sunday. This review could be performed at any convenient time on Monday.

c. TDY Per Diem for Dependents. You are reminded that the report for the quarterly period ending 30 September on TDY per diem for dependents is due. The report should include the name and location of the employee involved, the number of dependents, adult/child, full or partial per diem, the reason for and duration of the travel; and should be addressed to the DDO through the SSA-DD/M&S.

d. Spouse Day. DDO spouse day planned for 17 November is limited to spouses only, no children please. Each employee is to exercise his or her own individual judgment on spouses visiting DDO office areas. Employees under NOC will not participate. An employee who feels he might jeopardize official cover should not participate. See DD/M&S memo dated 28 Sept to Deputy Directors (73-3843).

e. There will be a Safety/Building Evacuation meeting at 10 a. m. on Thursday, 11 October, in the auditorium. This was previously scheduled for 4 October.

f. Logistics has asked us how many people assigned outside the building are using reserved parking spaces at Headquarters. This does NOT include car pool or shift parking. Please let [redacted] know as soon as possible [redacted] but not later than 12 October. 25X1A

g. Bob Wattles has announced his intentions to retire 31 December.

h. The government raise of 4.77 will be effective the pay period beginning 14 October and will show up in the pay on 9 November.

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i. Mr. Colby is speaking to the Records Management people on Thursday, 4 October, at 0930 in the auditorium. Support Officers are encouraged to attend this meeting. It was planned to send out a newsletter on this, but there was a change of dates which left no time for a newsletter. Those attending should be in their seats by 0915.

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k. Commo facilities were activated in [REDACTED] utilizing KW-7 data phone systems. 25X1A

l. Good progress is being made by Finance in the task of converting contract employees to the new payroll system. Five hundred and fifty out of 700 cases scheduled for the new system have been converted. Approximately 90 percent of the Agency's employees are now paid by the automated system.

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m. In regard to ISAS, staffing of the Classifications Programs Branch is progressing. [REDACTED] will hopefully be on duty full time by 15 October, Room 2E52. 25X1A 25X1A

n. The Office of Logistics is conducting a survey of the [REDACTED] to decide on the future of the depot.

o. Building Services Branch/LSD reports a shortage of wool carpeting. Hopefully, they will have a delivery in mid-October.

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p. [REDACTED] reports that there is a serious problem with smog. Agency medical officers are consulting with Department medical officers to prepare responses to several questions posed by [REDACTED] concerning lengths of tours and health conditions.

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q. The Suggestions Awards Committee approved 12 minimal award cases (11 cash awards totaling \$520 and 1 Certificate of Appreciation) on 25 September.

r. Chief, Contract Personnel Division is exploring with OPPB ways of substituting dollar for ceiling controls for part-time contract employees in Headquarters.

s. Enrollment continues to be heavy for Information Science courses. This course is being oversubscribed, and alternatives are under study by OTR.

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t. [REDACTED] "Revision to clarify and update acquisition assignment and reporting on Agency real property" - assume this does not present any problems to DDO Area Divisions.

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u. If there are any questions regarding the Credit Union's new procedure in coding for the distribution of Credit Union quarterly statements to field personnel, please let us know.

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v. [REDACTED] is liberalizing the policy for visits of wives for personnel assigned to [REDACTED] Station is asking that Hqs. follow suit for Agency personnel. Contact EA Support for details.

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[REDACTED]

attempting to get full agreement. If there are cases that required immediate attention, we suggest that individual responses be prepared and coordinated through SSA-DD/M&S.

x. Publications Control Staff is in the process of revising [REDACTED] "Handbook of Required Regulatory Readings." It has been called to our attention that paragraph 8g of [REDACTED] regarding answering telephones by extension only is now outdated. When answering telephones employees will be governed by the procedures applicable to the component of assignment in accordance with [REDACTED] dated 23 March 73. Another correction to be made is on page 19, paragraph 27: the MAG address is 7 E 12 Hqs (Executive Registry).

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y. Management by Objectives. Those of you who attended the Support Officers Conference became well aware of Management by Objectives. On Wednesday, 24 October, we will show the first 2 of 6 film cassettes on MBO. The showing of them will take slightly less than an hour. The titles of these first two are "Focus The Future" and "Management by Objectives" (introductory). We will show the additional film cassettes on succeeding Wednesdays, one at a time, each lasting 20-30 minutes. These meetings will be held in Room 1E74 at 3 p.m. You will be reminded of the change in meeting room on October 17th.

z. Outstanding GSA Work Orders - Hqs. Building. The handout will give you an idea as to how inundated Logistics is with work orders, bearing in mind these requests are only those within DDO. For those components having more than one work order outstanding, send SSA-DD/M&S a listing of the order in which you would prefer they be done. Please have any input you care to make in our office by COB 9 October. If need be, we can discuss the situation at the next support officers meeting. We will then approach OL/LSD and do whatever is possible to meet your more pressing needs.

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aa. Outstanding Telephone Work Requests. Regarding telephone requests outstanding, the situation is much the same, with Telephone Facilities Branch having over 130 requests outstanding Agency-wide, and more requests coming in each day. Telephone changes for convenience are put at the bottom of the pile. Needs for [REDACTED] are given higher priority, as are requests where units have no phone service at all. Because of orders dating as far back as last spring, in some instances outstanding phone work requests have become outdated. Please advise us of any such requests which may be canceled. If you have outstanding phone work orders, forward to SSA-DD/M&S by 9 October a listing of them (to include the date submitted) and place them in the order you would prefer to have them completed. We will then approach the Telephone Branch in the hopes of meeting your needs as best they can given the present workload situation. The resultant composite listing will also hopefully assist Telephone Branch in scheduling its work within the DDO, and obviate customers calling Telephone Branch direct.

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3. Item of interest from the DDO Staff Meeting - 3 October.

a. Mr. Nelson reminded Division Chiefs that in forwarding papers to the Director of Personnel pertaining to contract hiring, rehired annuitants, PSI's, QSI's, etc. that in no case should these papers contain descriptions of sensitive operational matters. Mr. Nelson said if necessary to justify a personnel action on an operational activity, there should be a separate paper addressed to him explaining this in detail. The paper going to the Director of Personnel would simply state that there is an "operational requirement" for action and contain a place for Mr. Nelson's concurrence.

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